

# Candidate Information Bulletin



## STATE OF UTAH

### Contractor or Contractor's Qualifier

#### Examinations

- Utah Contractor Business – Law Examination
- Trade Classification Specific Examinations

#### Qualifications for Licensure

New rules for licensure require an applicant to meet certain experience requirements.

- A minimum of four years of full-time, related experience, two years of which shall be in a supervisory or managerial position for applicants of contractor classifications **E100¾ General Engineering, B100¾ General Building, and R100¾ Residential and Small Commercial Building.**
- A minimum of four years of full-time related experience for applicants of contractor classifications **S280¾ General Roofing, S290¾ General Masonry, S320¾ Steel Erection, S350¾ Heating, Ventilating and Air Conditioning, S360¾ Refrigeration, and S370¾ Fire Suppression Systems.**
- A minimum of two years of full-time related experience for applicants of all other contractor classifications not listed above.

#### Licensure Process

Upon completion of all licensure requirements including passing the examination, submit a complete application for licensure to:

By US Mail

**Division of Occupational and Professional Licensing**  
P.O. Box 146741  
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

**Division of Occupational and Professional Licensing**  
160 East 300 South, 4th floor  
Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at  
<http://www.commerce.state.ut.us/dopl/dopl1.htm>

You may also obtain them from:

#### Exterior

5486 South 1900 West, Suite C  
Taylorsville, Utah 84118  
801.355.5009

**You must pass the required examination PRIOR to submission of your contractor application to the Division. It is a requirement of the Division that all applicants take the Utah Business - Law Examination.** The Utah Business - Law Examination requirement will only be waived if the qualifying individual has passed the test previously.

#### Registering for the Examination

Examinations are administered five days a week (Mon.-Fri.) at **Exterior located at 5486 South 1900 West, Suite C, Taylorsville, Utah**, and once per month in St. George, Utah. Register for the examination either:

1. **By mail.** Complete the enclosed Examination Application and return it by mail with your examination fee(s) to Exterior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Exterior will mail you an admission letter providing you with the exact date and time.
2. **By telephone.** You can schedule your appointment by calling Exterior at 801.355.5009, between **8:30 a.m. and 4:30 p.m., Monday through Friday**, and paying for your examination using a major credit card (MasterCard or Visa).

**Payment must be made in advance.** You may reschedule your examination for a \$10.00 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment, your examination fee will be forfeited and you must reapply for the examination. No exceptions. **All examination fees are nonrefundable and nontransferable.**

### Out of State Candidates

If you are out of state, you may arrange with Experior to take the examination at any recognized testing center such as a university or community college. You must make the arrangements with the testing center and then send Experior the required information along with the fee that includes an additional \$50.00 out-of-state testing fee. Please include the following:

1. Candidate name, address and phone number
2. Name of Examination
3. Testing Center name, address, phone number and the name of the contact person
4. Test Fees: examination fee (including additional \$50.00 testing fee).

Candidates are responsible to pay the testing center any required fee.

Experior will mail the examination in a sealed envelope to the contact person at the testing center with instructions for administration. Experior will ship examinations to the testing centers within one week after requests have been received. Candidates are responsible to check with the testing center to make sure the examination has arrived by the testing date. Candidates will have a two-week period to take the test once the examination has been shipped to the testing center.

After the examination, the testing center will then mail the examination back to Experior for scoring and the scores will be mailed to candidates within one week. Candidates are responsible for reporting their scores to the state.

**Note:** All out-of-state candidates will take paper/pencil examinations.

### Examination Fees

The examination and retake fees are: *(fees subject to change)*

Utah Contractor Business - Law Examination **\$70.00**

Utah Classification Specific Examinations  
(each exam) **\$75.00**

Fees include same-day score.

### Computerized Testing

Examinations are administered using Experior's user friendly, Windows-based®, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. You do not need any computer experience to use this system. In fact, you will only need to use five keys on the keyboard to take the test. (The other keys are disabled—there is no way you can harm the computer, the program, or the test by touching the wrong key.)

Prior to beginning your examination you can take a practice examination to become familiar with the computer

testing system. A staff member will be available to help you if you need further assistance.

You will receive your score at the conclusion of the examination.

### Walk-In Testing

Candidates may "walk in" and test on a space-available basis for an additional **\$10.00** fee. No reservation is required. The examination fee plus the walk-in fee must be paid prior to taking the examination.

### Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act (ADA)*, please contact Experior to obtain an Accommodation Request Form. You will be required to submit written verification of your disability prior to scheduling your examination.

### What to Bring to the Examination

1. Admission Letter
2. Photographic identification (driver's license, etc.)
3. *Utah Contractor's Reference Manual*
4. Trade exam *Code Books* and *Occupational Safety and Health Administration Construction Standards*

The *Utah Contractor's Reference Manual*, published by Experior, contains helpful chapters on business law, finance, project supervision, construction contracting, and numerous source documents including:

*Federal Employers' Tax Guide (Circular E)*

*Fair Labor Standards Act*

*Utah Mechanics' Lien Laws*

*Construction Trades Licensing Act Title 58, Chapter 55*

*General Rules of the Division of Occupational and Professional Licensing, R156-1*

OSHA Information

Utah Labor Laws

Utah Tax Commission Information

The *Utah Contractor's Reference Manual* is available from Experior by calling, toll-free 877.624.2562. All sales are final.

During the examination(s) Experior will provide you with a calculator. Personal calculators of any type are **NOT** permitted.

### Scoring

The score report will show either **PASS** or **FAIL** and your percent. The minimum passing score is 70 percent. The score report will also give you information about the next step in the licensure process or information about retaking the examination.

## Retakes

Applicants must pass both a Business and Law examination and a trade-specific examination. If you do not pass one of the examinations, you will need to retake only the examination you did not pass.

## Description of the Exams

### Business and Law

The Business and Law examination is an open-book test that consists of multiple-choice questions about state and federal laws and business financial and accounting procedures. It is required of all contractor applicants.

Content Area	Percentage
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<b>Licensing</b>	20
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State Rules and Regulations, Purpose and Goal

<b>Estimating and Bidding</b>	12
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Estimating and Bidding, Methods of Estimating, Types of Bids

<b>Tax Laws</b>	10
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Employer's Circular E Tax Guide, State Tax Law

<b>Labor Laws</b>	10
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Fair Labor Standards Act, ADA, Employment Eligibility Verification, State labor laws, Workers' Compensation

<b>Financial Management</b>	8
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Accounting Principles, Financial Statements, Depreciation, Financial Ratios, Definitions

<b>Project Management</b>	8
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Planning, Scheduling, Cost Control, Supervision, Inventory Control, Close-out

<b>Contract Management</b>	8
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Contract Provisions, Types of Contracts, Progress Payments, Retention, Change Orders, Definitions

<b>Risk Management</b>	8
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Insurance, Bonding

<b>Safety</b>	6
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OSHA - Federal and State, Reporting Requirements, Asbestos

<b>Business Planning and Organization</b>	5
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Business Structures: Sole Proprietorship, General Partnerships, Limited Partnerships, Corporations, S-Corporations, Managerial Functions; Helpful Resources

## Lien Law

5

State law, Definitions

### Trade Examinations

All trade examinations are open book for *Code Books* (except trades NOT addressed in the *Code*) and Occupational Safety and Health Administration Construction Standards ONLY. No other books may be used during the trade-specific examinations. Experior will provide you with a calculator to be used during the examination(s). Personal calculators of any type are **NOT** permitted.

The trade examinations may include questions on:

#### How to bid and manage construction

Interpret job drawings and specifications, prepare or evaluate detailed labor and material estimates, and develop job schedules.

#### How to read and interpret construction codes and regulations

Utah Safety regulations and building codes.

#### Trade materials

Tools, equipment, and methods of construction.

### Sample Business and Law Questions

1. Given: A contracting business has a balance sheet on December 31 which indicates
  - a. Current Assets of \$100,000
  - b. Current Liabilities of \$75,000
  - c. Fixed Assets of \$250,000
  - d. Long Term Liabilities of \$150,000

The contracting business has "Net Working Capital" on December 31 of

- (A) \$ 25,000
- (B) \$100,000
- (C) \$125,000
- (D) \$350,000

2. During construction, the systematic recording of all labor, material, and other direct costs used on a construction project is called

- (A) selling expenses.
- (B) deferred debits.
- (C) cost accounting.
- (D) performance standards.

3. The type of insurance coverage used to insure the owner or contractor against loss which is the result of a storm is

- (A) general liability.
- (B) property and operation.
- (C) catastrophic occurrence.
- (D) builder's risk.

### Answers to Sample Questions

<b>List of Classifications for Utah Contractors</b>
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Content Outlines are available for the following classifications by contacting Experior.

- Electrical Contractors must be licensed as a Master Electrician with the State Division of Licensing.
- Residential Electrical Contractors must be licensed as a Master Electrician or a Residential Master Electrician with the State Division of Licensing.
- Plumbing Contractors must be licensed as a Journeyman Plumber with the State Division of Licensing.

E100	General Engineering
B100	General Building
R100	Residential and Small Commercial
R101	Residential and Small Commercial Nonstructural Remodeling
R200	Manufactured Homes
S212	Irrigation Sprinkling
S213	Industrial Piping
S215	Solar Energy Systems
S216	Residential Sewer Connection
S217	Residential Plumbing Contractor
S220	Carpentry
S230	Metal and Vinyl Siding
S240	Glass and Glazing
S250	Insulation
S260	General Concrete
S270	General Drywall Stucco and Plastering
S274	Limited Drywall
S280	Roofing
S283	Shingle and Shake Roofing
S290	General Masonry
S293	Marble Tile and Ceramic
S300	Painting
S310	Excavating and Grading
S320	Steel Erection
S321	Steel Reinforcing

S330	Landscaping
S340	Sheet Metal
S350	HVAC
S351	Refrigerated Air Conditioning
S353	Warm Air Heating
S360	Refrigeration
S370	Fire Suppression Systems
S380	Swimming Pool and Spas
S390	Sewer and Waste Water Pipeline
S410	Pipeline and Conduit
S440	Sign Installation
S450	Mechanical Insulation
S490	Wood Flooring

To better prepare for your examination, please refer to the *Uniform Building Code* or other printed materials related to your trade. This information is generally available in libraries and bookstores.

The following products are available from Experior to help better prepare you for your examination.

Utah Contractor's Reference Manual  
Utah Contractor Business and Law Practice Exam  
General and Building Contractor Practice Exam (B100)  
Residential Contractor Practice Exam (R100)

**For information on how to obtain a  
Contractor's Reference Manual,  
Practice Exams or examination  
references, call toll-free  
877.624.2562**

Individual content outlines are available from Experior for each specific trade examination. Content outlines include information about the number of questions on the examination, pertinent *Code* books, and suggested study materials. To obtain a content outline for your specific trade examination, call 801.359.4417.

<b>Copyrighted Exam Questions</b>
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5486 South 1900 West, Suite C  
Taylorsville, Utah 84118  
Telephone: 801.355.5009

## CONTRACTOR EXAMINATION APPLICATION

**NOTE: All written examinations must be successfully completed prior to submitting your application for licensure. This application must be either mailed or taken to Experior with the examination fee. Make checks payable to Experior.**

FROM: Name \_\_\_\_\_ of \_\_\_\_\_

Examinee: \_\_\_\_\_

Street \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ Contractor: \_\_\_\_\_

(as it will appear on license)

I am applying to take the following Utah Contractor Examination(s) to qualify for licensure or as the qualifying person for the licensed contractor in the following classification(s):

**Exam fees are as follows: (fees subject to change)**

Utah Contractor Business – Law Examination	<b>\$70.00</b>
Trade Classification Specific Examinations (each exam)	<b>\$75.00</b>

Classification Number	Classification Title	Exam Fee
	*All Candidates must pass the <b>Business and Law exam</b>	\$
		\$
		\$
		\$
		\$
Total Fee Enclosed:		\$

Date of Exam: \_\_\_\_\_ 1st Choice: \_\_\_\_\_ 2nd \_\_\_\_\_ Choice:  
\_\_\_\_\_

Signature of Candidate: \_\_\_\_\_ Date:  
\_\_\_\_\_

\*This examination is required of all candidates in addition to trade exams listed above.

# TRADE CLASSIFICATION SPECIFIC EXAMINATIONS

Primary Classification Number	Subclassification Number	Title
E100		General Engineering Contractor
B100		General Building Contractor
R100		Residential and Small Commercial Contractor
	R101	Residential and Small Commercial - Nonstructural Remodeling and Repair Contractor
R200		Factory Built Housing Set-up Contractor
S200 (must be a Utah licensed Master Electrician)		General Electrical Contractor
	S201	Residential Electrical Contractor
S210 (must be a Utah licensed Journeyman Plumber)		General Plumbing Contractor
	S211*	Boiler Installation Contractor
	S212	Irrigation Sprinkling Contractor
	S213	Industrial Piping Contractor
	S214*	Water Conditioning Equipment Contractor
	S215	Solar Energy Systems Contractor
	S216	Residential Sewer Connection & Septic Tank Contractor
	S217	Residential Plumbing Contractor
S220		Carpentry Contractor
	S221*	Cabinet and Millwork Installation Contractor
S230		Metal and Vinyl Siding Contractor
	S231*	Raingutter Installation Contractor
S240		Glass and Glazing Contractor
S250		Insulation Contractor
S260		General Concrete Contractor
	S261*	Concrete Form Setting and Shoring Contractor
	S262*	Guniting and Pressure Grouting Contractor
	S263*	Cementitious Coating Systems, Re-surfacing and Sealing Contractor
S270		General Drywall, Stucco and Plastering Contractor
	S271*	Plastering Stucco Contractor
	S272*	Ceiling Grid Systems, Ceiling Tile
	S273*	Metal and Non-bearing Wall Partitions Contractor
	S274	Limited Drywall
S280		General Roofing Contractor
	S281*	Single Ply and Specialty Coating Contractor
	S282*	Built-up Roofing Contractor
	S283	Shingle and Shake Roofing Contractor
	S284*	Tile Roofing Contractor
	S285*	Metal Roofing Contractor
S290		General Masonry Contractor
	S291*	Stone Masonry Contractor
	S292*	Terrazzo Contractor
	S293	Marble, Tile and Ceramic Contractor
	S294*	Cultured Marble Contractor
S300		General Painting Contractor
S310		Excavation and Grading Contractor
S320		Steel Erection Contractor
	S321	Steel Reinforcing Contractor
	S322*	Metal Building Erection Contractor
	S323*	Structural Stud Erection Contractor
S330		Landscaping Contractor
S340		Sheet Metal Contractor
S350		HVAC Contractor
	S351	Refrigerated Air Conditioning Contractor
	S352*	Evaporative Cooling Contractor
	S353	Warm Air Heating Contractor
S360		Refrigeration Contractor
S370		Fire Suppression Systems Contractor
S380		Swimming Pool and Spa Contractor
S390		Sewer and Water Pipeline Contractor
S400*		Asphalt Paving Contractor
S410		Pipeline and Conduit Contractor
S420*		General Fencing and Guardrail Contractor
	S421*	Residential Fencing Contractor
S430*		Metal Firebox and Fuel Burning Stove Installation Contractor
S440		Sign Installation Contractor
	S441*	Non-Electrical Outdoor Advertising Sign Contractor
S450		Mechanical Insulation Contractor

S460*		Wrecking and Demolition Contractor
S470*		Petroleum System Contractor
S480*		Piers and Foundations Contractor
S490		Wood Flooring Contractor
	S491*	Laminate Floor Installation Contractor
S500*		Sports and Athletic Courts, Running Track, and Playground Installation Contractor

**\*No Trade Examination is required. All applicants must take and pass the Utah Business and Law examination if not previously taken and passed.**